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Mayor Michael B. Coleman

HRCONNECTIONS

Director's Letter

Welcome to the March 2005 edition of HR Connections. The months of February and March are extraordinarily busy months for the City and the Human Resources Department. A few noteworthy events took place during this timeframe.

The Citywide Black History Month celebration entitled "Our Music, Our History," featured a collaboration of local and national jazz artists led by OSU Assistant Professor of Jazz Studies, Shawn Wallace. The ensemble of world class musicians helped us to remember and celebrate the American tradition of jazz.

The new Police Training Academy provided a tremendous venue for the City of Columbus 2005 Employee Recognition and

Awards Ceremony. The program was very well attended and afforded an opportunity to recognize and reward our employees' innovation, bravery and their many years of dedicated service and commitment to the City. Kudos to all who played a part in the planning and execution of this recognition.

We are pleased to announce the implementation of a new pay plan for CMAGE/CWA bargaining unit that creates fair and competitive pay opportunities for all affected employees. The particulars of the pay plan implementation are reflected in MOU#2004-05. The CMAGE/CWA leadership and the City have invested significant efforts into designing this plan that moves us further toward achievement of a key

Human Resources strategic priority; "maximizing the City's ability to recruit, develop and retain quality employees in support of the Columbus Covenant". The success of this project is truly due to the efforts of many, many people, and the Department of Human Resources extends a heart-felt thanks to all of those who helped make this important project happen.

Finally, the membership of IAFF Local 67 overwhelmingly ratified the collective bargaining agreement tentatively reached between Local 67 and the City. Congratulations to the respective bargaining teams for reaching agreement without the need for third party intervention!

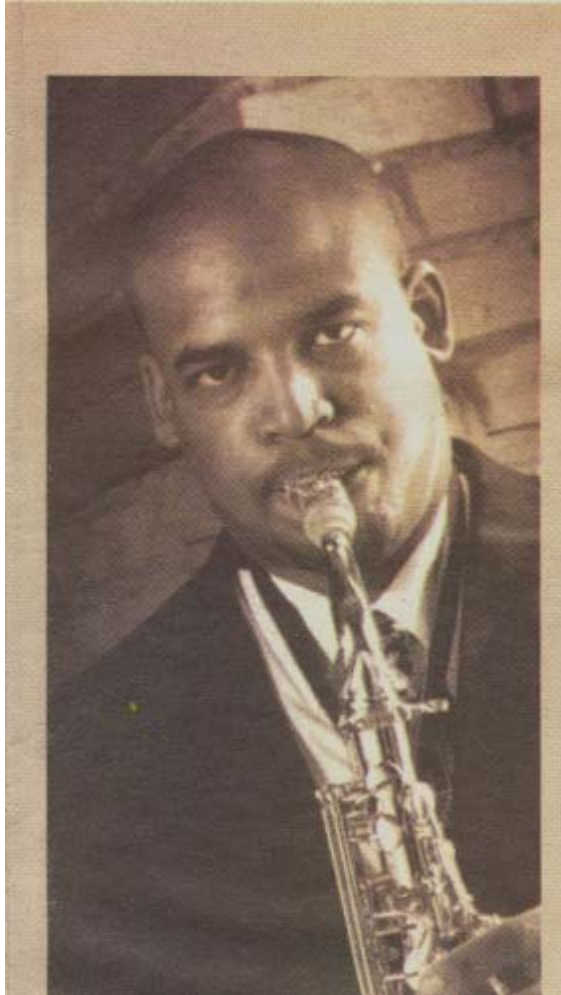
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CELEBRATING BLACK HISTORY THROUGH JAZZ!

Shawn “Thunder” Wallace took the stage at the 2005 Annual City of Columbus Black History Month Program, entitled “Our Music, Our History,” held at the King Arts Complex, February 5th. This year’s event celebrated the legacy of Jazz.

The celebration included a short lecture: “The Black Notes: Black Expression in Music,” presented by Wallace, that provided quite an entertaining history lesson through tunes. Each musical tune illustrated a piece of jazz history. Wallace served as the musical director of the event, which introduced Harry Hunt and Jessica Agler, along with Chicago Jazz trombonist Raphael Crawford and Detroit trumpeter Douglas Pierce. He was also accompanied by a few of Columbus’ best

musicians: Bobby Floyd, Dave Powers, Derrick Dizenzo, and Reggie Jackson.



Wallace, a 30-year old composer/arranger who has been featured nationally on BET, CBS, NBC, and NPR, studied classical and jazz music with

his father, and was composing by age seven. Wallace received a scholarship to Michigan State University’s Fine Arts Camp at age 10, and later went on to earn a Master’s Degree in Music Performance. He has recorded seven albums and has shared a stage with Wynton Marsalis, The Lincoln Center Band, Spyro Gyra, Yolanda Adams, and Ray Charles. Wallace is currently teaching Jazz Improvisation, Pedagogy and Applied Jazz, and directs a student jazz ensemble at The Ohio State University.

Mr. Wallace, and his circle of talented friends, provided an exciting, moving, and inspiring musical experience! The event was broadcasted live on Government Television GTC-3 TV, and aired again at various times throughout the month of

February. If you missed your opportunity to experience this event, check the GTC-3 TV listings for March dates and times.

VETERANS' COMMITTEE PLANNING RECOGNITION EVENT

On October 2, 2004, the City conducted its first Operation Unity Recognition Event at the Whetstone Recreation Center. The event was planned to provide a broad spectrum of information about benefits to City employees who are veterans, or those who are currently serving in the National Guard or Reserves, their families and other veterans from the Greater Columbus Area. The City's Veterans' Committee is working on Operation Unity 2005. The planning sub-committee is considering dates and possible locations for the next event, such as the Chalmers P. Wylie VA Outpatient Center, located at the corner of Taylor and Leonard Avenues.

MAYOR'S AWARDS OF EXCELLENCE 2005

Excellence in Public Service: Providing extraordinary humanitarian service; outstanding civic duty; performing above and beyond the call of duty; actions that bring great credit to the employee and/or the City.



Humanitarian Award **Joseph Humphrey, Department of Public Service, Refuse Collection.** While on route one morning Joseph witnessed a lady fall twice. Joseph, concerned she was having a seizure, helped the lady to her door where her father answered and thanked him for his assistance. The following day, the division received an e-mail from the lady's father complementing an unknown driver, for taking the time to assure the safety of his daughter. The sender complemented the driver's actions and wanted to make sure that a good deed did not go unnoticed. Thanks Joseph Humphrey!



Outstanding Performance on the Job Award **Emily Dalton, Kenny Ellison, Ron McAtee, Vic Stevens, Glen Booker, Bill McCann, and Chuck Marcum of the Dispatch Team, Department of Public Utilities, Electricity.** On December 23, 2004 the team quickly responded to get crews out to thousands of customers who lost power due to the storm. Despite the long hours and intense stress, most customers had power within hours, not days or weeks. Dispatchers and crews worked intently toward a common goal that resulted in resumption of services in an unusually quick manner, under unusually bad conditions. Thanks Dispatch Center Team!



The Outstanding Service Delivery Award **Denny McElroy, Mike Misenheimer, Roger Klein, Ed Kahler, Bart McComas, Joe Merz, Chip Moore, Ty Adkins, Matt Loar, Ted Nelson, Dave Nichols, Mike Arnold, Kevin Bailey, Pat Devereaux, Mike Dolby, Marty Gray, Dan Webb, Tim Cahill, Craig Weber, Matt McGaughey and Roger Mohr.** December 13th, one day ahead of schedule, the team expeditiously implemented the Hamilton Rd. closed loop master system, a cross-jurisdictional signal coordination/monitoring system, serving 6 Columbus and 3 Groveport intersections, and 1 Ohio Department of Transportation intersection. On December 6th, the City was asked to have this complex system installed and running by December 14th. Thanks for your extra effort and dedication!



The Community Service Award **Firefighters Robert Boehm, William Favors, Dashiell Gaillard, Darrell Hunter, Tony Ingram, Stuart Johnson, Larry Moore, Carl Page, Jesse Robinson, Jerome Smith, Price Smith, Ronald Walker, and Mike Sowell, Department of Public Safety, Fire.** This dedicated group volunteers its time to make a difference through the Firefighters Against Drugs Youth Program. They provide children with mentors and role models in self-esteem, academics, and hygiene, as well as, teach fire prevention and safety techniques. For the past ten years, they've provided holiday meals for more than 500 children. In 2004, this event was held at Avondale Elementary School due to the tragic losses the area suffered in the past year. Thanks for your commitment and choice to make a difference!

EMPLOYEE SUGGESTION AWARDS

Robert Chandler and Raisa Pesina - Department of Public Utilities Division of Sewerage and Drainage Suggestion created a substantial budgetary savings. **\$5,000.00 EACH!**

Monica Okey - Department of Public Utilities, Division of Water Implemented a telephone calling system. **\$5,000.00!**

William Warner - Department of Public Service, Division of Transportation Revenue generating invoicing procedural change. **\$5,000.00!**

Sharon Sens - Department of Public Utilities, Division of Water Created a Leak Detection Handbook that saves the division over \$25,000 annually. **\$2,500.00!**

Alan Gummere, Larabee Moore and James Weber - Department of Public Utilities, Division of Electricity Designed and implemented a field asset database. **\$1,000.00 EACH!**

Mike McCauslin and Tim Swauger - Department of Public Service, Division of Transportation Recycling signage plan. **\$729.61 EACH!**

Mark Davis, Shaun Frame, Mike Neff and Paul Williams - Department of Public Utilities, Division of Water Created floor stand pedestals. **\$293.00 EACH!**

Rick Davis, Dave Harris and Don Savinsky - Department of Public Utilities, Division of Water Suggestion saved the division over \$4,790.40 to date. **\$165.68 EACH!**

Tonya Carter - Department of Public Utilities, Division of Water Suggested a billing procedural change. **\$100.00!**

Ernest Williams - Department of Public Utilities, Division of Water Suggested a safety procedural change. **\$100.00!**

Tim Mershon and Mark Severt - Department of Public Utilities, Division of Water Suggested a procedural change. **\$100.00 EACH!**

Allen Hall - Department of Public Service, Fleet Management Suggested a procedural change. **\$100.00**

Butch Hamilton, Tim Mershon, Mark Severt and Dave Young - Department of Public Utilities, Division of Water Suggested a procedural change. **\$50.00 EACH!**

CITY OF COLUMBUS AND CMAGE/CWA IMPLEMENT NEW PAY PLAN

We are pleased to announce the implementation of a new pay plan for CMAGE/CWA employees approved by City Council on January 10, 2005 to be effective retroactively to December 5, 2004. The particulars are reflected in MOU #2004-05. The CMAGE/CWA leadership and the City have designed a plan that creates a more competitive pay opportunity for all CMAGE/CWA employees.

KEY RESULTS

- A pay plan in which a pay range really means that the lower end of the range is appropriate for new people in the job, the top end is for long-term good performers, and the middle is considered the estimated market value for the job.
- Employees are competitively paid in relationship to market and to their longevity.
- Pay compression between CMAGE/CWA supervisors and their subordinates is corrected.
- Pay growth opportunity is increased.
- Departments can have confidence in the pay structure as a tool for compensation management.
- Improved ability to recruit and retain skilled employees.
- Everyone has fair and equitable pay opportunity.

IMPLEMENTATION STATUS

All of the required provisions of MOU #2004-05 have been implemented. Those include the August 14, 2004 and the February 13, 2005 percentage base increases, and the in-grade placement adjustments effective December 5, 2004.

The success of this project is due to the efforts of many, and the Department of Human Resources extends a heart-felt thanks for all of your effort!



**CITY OF COLUMBUS
EMPLOYEES NIGHT AT THE
CLIPPERS!**

Columbus Clippers

vs.

Indianapolis Indians

Friday, May 6, 2005

Gates open at 6:00 pm

Game Time 7:05 pm

Pre-game discounts will be available in
the Picnic Pavilion

from 6:00 to 7:00 pm

Hot Dogs, Popcorn, Pop \$1.50

Free tickets available starting
April 10th!

Check with your HR Office or contact
Tina DeFluiter at 645-5960.

SAVE THE DATE!

American Red Cross Blood Drive

April 21, 2005

9:00 am - 3:00 pm

Police Headquarters

120 Marconi Boulevard

Call Tina DeFluiter at 645-5960
to schedule your appointment!

9th Annual Benefits/Health Fair

May 11, 2005

8:00 am - 3:00 pm

Citywide Training Center

750 Piedmont Road

Riverside Mobile Mammography

Citywide Training Facility, 750 Piedmont - June 21, 2005

City Hall, 90 W. Broad - June 23-24, 2005

Fairwood Complex, 1250 Fairwood - June 28, 2005

Call Riverside Hospital at 566-1111

CITYWIDE TRAINING OPPORTUNITIES

| Practical Project Management | Home Buyer Education | Frontline Supervision |
|---|---|--|
| <p>On January 26, 2005 Citywide Training, in conjunction with the National Management Association, presented an all-day training to introduce employees to the principles, methodology, and terminology of project management. Jeff Clouse of Technology and Melinda Cunningham of Water, both NMA Members, taught the class to a capacity crowd. The class was so well received, it will be repeated on April 5, 2005. Call 645-7242 for more information!</p> | <p>Citywide Training, along with the Columbus Housing Partnership, will offer a four session Home Buyer Education training May 3, 10, 17 and 24 from 11:00 am-1:00 pm at the Citywide Training Center.</p> <p>IMPORTANT! Many down payment assistance programs require a certificate of completion from this program.</p> <p>Take advantage of this opportunity and become more knowledgeable about purchasing a home!</p> | <p>Interested in becoming a more effective and knowledgeable Supervisor?</p> <p>Citywide Training is offering an eight session Frontline Supervisor course in April and May. If you are interested, please watch for the Citywide Training Quarterly or access Training announcements through the City Intranet at:</p> <p>http://intranet/HR/Training/announcements.htm</p> |

WHAT'S NEW?

◆ **IAFF Contract Negotiations Concluded**

Members of International Association of Fire Fighters, Local 67, accepted the terms of a new labor agreement on February 10, 2005. The new contract covers the period June 1, 2004 to May 31, 2007.

◆ **Family Medical Leave Act Update**

Human Resources is engaging in a process to update the City's FMLA Handbook, instructions and forms. The intent is to improve the City's ability to provide information to employees and health care providers regarding the job protection leave provisions of the FMLA. The U.S. Department of Labor has announced its intention to issue new rules for FMLA administration this month. It is likely that any new or revised rules will not be finalized until late 2005 or early 2006 following a public comment and review period. The HR Department plans to publish an update to the Handbook prior to July 2005. Any changes directed by the Department of Labor will be incorporated in the next update of the Handbook.

◆ **Tuition Reimbursement App Published**

Since Fall of 2004, the updated tuition reimbursement form has been available on the Intranet. To view, go to Intranet *Home Page*, select Agencies, select *Human Resources*, select *Policies/Forms* and then select the link for the *Tuition Reimbursement Application* form. The Application Instructions are also posted at this location. You will need to use Adobe Acrobat Reader to view the form and instructions.

◆ **Verizon Discount for City Employees**

City of Columbus employees with a Verizon Cellular contract, in their name, of \$34.99/mo. or higher, is entitled to a minimum of a 7% monthly discount. The 7% will increase based upon the number of employees that take advantage of the offer. See your HR personnel to obtain the Verizon discount form. Complete the form and fax it back to the number stated on the form. Your discount will appear on your statement within one or two billing cycles. If you have any questions, please contact Tina DeFluiter, 645-5960.

"Take Our Daughters and Sons to Work Day!"

Thursday, April 28, 2005 the City of Columbus plans to support National "Take Our Daughters and Sons to Work Day." The theme for 2005 is Sharing Power and Possibility. If City employees have a child, relative, neighbor, or youth they would like to mentor between the ages of 8-13, they are encouraged to bring them to work! The focus: to show our young people there is an important place in today's society for them professionally. Completed Parental Permission forms (a separate one for each child) must be faxed (5-5940) or sent to HR, Attn: Rick Brewer prior to the child arriving to the worksite. **NO EXCEPTIONS!** See your HR personnel office for Parental Permission forms.

IMPORTANT PHONE NUMBERS

| | |
|---|--|
| United HealthCare (Medical) | 1-800-681-3849 |
| Claims, Pharmacy/UHC Mail Order (MEDCO), Pre-certification | |
| Optum/Nurseline..... | 1-877-365-7922 |
| United Behavioral Health..... | 1-800-358-0365 |
| Behavioral health, substance abuse, psychiatric treatments | |
| Website..... | www.myuhc.com |
| AETNA (Dental) | 1-866-879-4337 |
| Website..... | www.aetna.com |
| Vision Service Plan (Vision) | 1-800-877-7195 |
| Website..... | www.vsp.com |
| AETNACOBRA: Continuation Benefits..... | 1-800-877-7994 |
| AETNA: Short-term Disability..... | 1-503-937-0302 |
| Claim Questions..... | 1-866-282-8495 |
| Filing a Claim: Contact Division of Human Resources, Risk Management at 645-8065, or Payroll. | |
| AFLAC..... | 614-761-1342 |
| Deferred Compensation..... | 1-877-644-6457 |
| Deferred Compensation Website..... | www.ohio457.org |
| Colonial Life..... | 1-800-272-5025 |
| OPERS..... | 1-888-400-0965 |
| EAP..... | 645-6894 |
| City Website..... | http://www.columbus.gov |
| Intranet..... | http://Intranet/Agencies/Human Resources |

HR Connections

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